

EMPLOYMENT OPPORTUNITY

SPRING OPENING

AECSA - GENERAL MANAGER

Applications are welcomed from all qualified candidates including U.S. Citizens, Eligible Family Members (EFMs), Ordinarily Resident U.S. Citizens and U.S. Citizen Members of Household (MOH). (Based: At the U.S. Embassy Oasis Club, Co-Op, Pool and Snack Bar.)

The American Embassy Community Services Association (AECSA) is looking for a dynamic General Manager to oversee all operations run by the AECSA. The work will entail managing the Co-op, gift shop, swimming pool and pool snack bar, Oasis Cafeteria, catering, and other miscellaneous services provided to the members of AECSA. The General Manager supervises a staff of 30 and reports directly to the AECSA Board.

Qualifications and Competencies:

a. Technical Competencies:

- A U.S. Bachelor's degree or non-U.S. equivalent is required.
- Must have at least 2 years of relevant professional experience in general management, hotel or restaurant management, cruise ship hospitality, food and beverage management, or catering.
- Excellent command of written and spoken English (4/4 Level) is required.
- Must have accounting skills and understanding of budgets.
- Must have an interest in and aptitude for sales and marketing.
- Must have strong computer skills in word processing, Point of Sale Software, and other relevant office applications software packages (i.e. MS Word, PowerPoint, Excel, and Access).
- Must have proven outstanding customer service skills.

b. Personal Competencies:

- Must have excellent interpersonal skills.
- Must have excellent communication skills, with the ability to effectively interact with a diverse group of people at all levels.
- Must have excellent understanding of customer service and the American Foreign Service cliental market.
- Work experience in Jordan and knowledge of Arabic is a plus.
- Knowledge and understanding of diplomatic privileges and duty free is a plus.

Terms of Employment:

- At least 40 hours a week with a variable schedule to include some nights and weekends.
- All applicants must be residing in country and have the required legal work and/or residency permits to be eligible for consideration or have a TM-1 issued and arriving at post by May 1, 2012.
- American citizens will be liable for U.S. taxes.
- AECSA offers a competitive salary and benefits package. Compensation will be commensurate with skills and experience.

Application Process:

All applications will be acknowledged, however only short-listed candidates will be contacted. All correspondence will be held in confidence. Letters of interest and CVs should be sent to the following address no later than February 15, 2012:

AECSA Board
c/o Embassy of the United States of America
Abdoun, Al-Umaween Street
P.O. Box 354, Amman
11118 Jordan

Or by email:

Email: AECSAJordan@gmail.com

[Note: E-mail applications are preferred]